



***MINUTES OF THE ONE-HUNDRED-AND-EIGHTY-SEVENTH
MEETING OF THE MERIT BOARD – January 30, 2013***

***State Universities Civil Service System Office
1717 Philo Road, Suite 24
Urbana, Illinois 61802
&
(Video Conference)
University of Illinois at Chicago
College of Pharmacy
Room 270
833 South Wood Street
Chicago, Illinois
&
(Video Conference)
Southern Illinois University Carbondale
Morris Library
Conference Room, 1st Floor
605 Agricultural Drive
Carbondale, IL***

Chair Maitland called the meeting to order at 10:02 a.m.

Members present at the primary meeting location were: Joanne Maitland, Chair, representing Illinois State University; Karen Hasara, representing the University of Illinois; Robert T. Marshall, Jr., representing Northern Illinois University; Lorine Samuels, representing Governors State University; and Robert D. Webb, representing Eastern Illinois University.

Members present at the Chicago videoconference location were: Lyneir Cole, representing Western Illinois University; Marvin Garcia, representing Northeastern Illinois University; James Montgomery, representing the University of Illinois; and Anthony Young, representing Chicago State University.

Member present by audio conference: Donna Manering, representing Southern Illinois University.

Member absent was: Patricia Brown Holmes, representing the University of Illinois.

Also present were: Lewis T. (Tom) Morelock, Executive Director; Abby K. Daniels, Manager, Legal Services and Legal Counsel; Teresa Rademacher, Secretary for the Merit Board; and Julie Benedict, Chair of the State Universities Civil Service Advisory Committee. Various other university employees and University System Office staff were also in attendance.

Consideration of participation by other Merit Board Members, not physically present at meeting site

Prior to the meeting, Dr. Manering requested to participate by audio conference based on one of the authorized exceptions afforded under the Open Meetings Act. A motion was made by Mr. Marshall to allow Dr. Manering to participate by audio conference. Ms. Hasara seconded Mr. Marshall's motion. In accordance with the Merit Board Bylaws, a voice vote was taken and the motion carried.

Merit Board Reorganization

The Board conducted reorganization activities, electing its officers for calendar year 2013. Mr. Montgomery made a motion to re-elect Joanne Maitland as Chair. Ms. Hasara seconded Mr. Montgomery's motion. In accordance with the Merit Board Bylaws, a voice vote was taken and the motion carried.

Ms. Hasara made a motion to re-elect James Montgomery as Vice Chair. Mr. Marshall seconded Ms. Hasara's motion. In accordance with the Merit Board Bylaws, a voice vote was taken and the motion carried.

Mr. Montgomery made a motion to re-elect Lyneir Cole and Karen Hasara to the Executive Committee. Mr. Garcia seconded Mr. Montgomery's motion. In accordance with the Merit Board Bylaws, a voice vote was taken and the motion carried.

The following officers for calendar year 2013 are:

- *Chair: Joanne Maitland*
- *Vice Chair: James Montgomery*
- *Executive Committee: Lyneir Cole and Karen Hasara*

Mr. Montgomery made a motion to reappoint Teresa Rademacher as Secretary for the Merit Board. Ms. Hasara seconded Mr. Montgomery's motion. In accordance with the Merit Board Bylaws, a voice vote was taken and the motion carried.

Public Comments

Prior to the meeting, the University System office had received nine requests to present public comments at the Merit Board Meeting. Chair Maitland stated that in accordance with Article VI, Section VI, Number 3 of the Bylaws for the University Civil Service Merit Board, the allotment of time for public comments shall be thirty minutes and for individual speakers five minutes. Konstantinos Yfantis, Acting Manager, Teaching and Learning Services Group, University of Illinois, withdrew one of his requests regarding Roy Campbell prior to the Merit Board meeting. A motion was made by Dr. Webb to allow all eight individuals, who submitted requests, to speak before the Merit Board for an allotted time of five minutes for each individual. Mr. Marshall seconded Dr. Webb's motion. In accordance with the Merit Board Bylaws, a voice vote was taken and the motion carried.

- Gary Fry, Employee Advisory Committee Member, University of Illinois at Urbana-Champaign, spoke in favor of adopting the proposed rule revision to section 250.30 of the Illinois Administrative Code (80 Ill. Adm. Code §250.30)
- Jeff Bigelow, Regional Director, AFSCME Council 31, spoke in favor of adopting the proposed rule revision to section 250.30 of the Illinois Administrative Code (80 Ill. Adm. Code §250.30)
- Steve Cunningham, Vice President of Administration, Northern Illinois University, spoke against adopting the proposed rule revision to section 250.30 of the Illinois Administrative Code (80 Ill. Adm. Code §250.30)
- Melissa Madsen, Communications Officer of the Council of Academic Professionals, University of Illinois, spoke against adopting the proposed rule revision to section 250.30 of the Illinois Administrative Code (80 Ill. Adm. Code §250.30)
- Matt Wheeler, University of Illinois, spoke against adopting the proposed rule revision to section 250.30 of the Illinois Administrative Code (80 Ill. Adm. Code §250.30)
- Remzi Jaos, SEIU Local 73, spoke in favor of adopting the proposed rule revision to section 250.30 of the Illinois Administrative Code (80 Ill. Adm. Code §250.30)
- Konstantinos Yfantis, Acting Manager, Teaching and Learning Services Group, University of Illinois, spoke against adopting the proposed rule revision to section 250.30 of the Illinois Administrative Code (80 Ill. Adm. Code §250.30)
- Kathryn Seybert, Director of the College of Agricultural, Consumer and Environmental Sciences (ACES), University of Illinois at Urbana-Champaign, spoke against adopting the proposed rule revision to section 250.30 of the Illinois Administrative Code (80 Ill. Adm. Code §250.30)

Consideration of the Minutes of the 186th Meeting of the Merit Board, November 14, 2012

The minutes of the 186th meeting of the Merit Board, November 14, 2013 had been transmitted to members of the Merit Board with the agenda materials.

Dr. Webb moved to approve the minutes of the 186th meeting of the University Civil Service Merit Board. Ms. Hasara seconded Dr. Webb's motion. In accordance with the Merit Board Bylaws, a voice vote was taken and the motion carried.

Report of the State Universities Civil Service Advisory Committee – Julie Benedict, Chair

The Merit Board heard a report from Julie Benedict, Chair of the State Universities Civil Service Advisory Committee. The Committee last met on January 10 and 11, 2013 at the University System office with the University of Illinois at Urbana-Champaign hosting the meeting. Election of officers were held and a new member was seated (all vacancies have been filled). The Committee discussed the By-Laws for the Employee Advisory Committee (EAC). The Executive Committee for EAC will further review the By-laws with possible recommendations to the full committee at a later date. The committee discussed at length the exemption of positions from civil service jurisdiction and who should have such decision-making authority. Ms. Benedict thanked the Merit Board for taking the concerns of all committees involved in their decision regarding the exemption authority. She further stated that the committee believes that universities must be held accountable in their exemption decisions and that these decisions need to be more proactively communicated. Ms. Benedict further stated that the Stakeholders meeting held at the University System office on January 11, 2013 was very beneficial and that it was a good starting point on working together with the various groups. She further stated that EAC has been concerned with the number of exempt positions for many years and that the Merit Board's action could take care of a lot of the problems. EAC would like to see this rule proposal moved forward to the next step in the JCAR process.

Report of the Human Resource Directors Advisory Committee – Maureen Parks

The Merit Board heard a report from Maureen Parks, representative of the Human Resource Directors Advisory Committee. Ms. Parks stated that the group last met on January 18, 2013 and that most of the discussion evolved around the exemption rule proposal. She stated that the committee does not agree with the proposed rule change regarding exemptions. Ms. Parks recommended that the Stakeholders group continue to work together to come to a conclusion. The universities have been working with the standard titles since 1997 and suggested possibly that the standard titles need to be updated and that the continuation of discussion with the Stakeholders will only help with the process.

Update on adopted amendment to section 250.50, Examinations, of the Illinois Administrative Code (80 Ill. Adm. Code §250.50)

Mr. Morelock gave an update on the status of the proposed rule change regarding the filing and retention of examination records. Mr. Morelock stated that section 250.50 of the Illinois Administrative Code (80 Ill. Adm. Code §250.50) was adopted on December 26, 2012 and published in the Illinois Register on January 11, 2013.

Update on proposed rule change to section 250.30, The Classification Plan, of the Illinois Administrative Code (80 Ill. Adm. Code §250.30)

Mr. Morelock gave an update on the status of the proposed rule change regarding exemptions. Ms. Hasara moved to withdraw the proposed rule revision to section 250.30 of the Illinois Administrative Code (80 Ill. Adm. Code §250.30). Mr. Montgomery seconded Ms. Hasara's motion.

After a lengthy discussion, a roll call vote was taken and the motion carried with the following vote:

Ms. Hasara.....	Aye
Judge Holmes	Absent
Mrs. Maitland	Aye
Dr. Manering	Aye
Mr. Marshall	Abstain
Mr. Montgomery.....	Aye
Ms. Samuels	Aye
Dr. Webb	No
Mr. Young	Aye
Mr. Cole	Aye
Mr. Garcia.....	Aye

Update on audit issues at the University of Illinois at Chicago

Mr. Morelock updated the Merit Board on the recent reports the agency had received from the University of Illinois at Chicago (UIC) regarding the various audit issues. The Job Analysis Report for vacant academic professional positions indicated the following new academic professional positions that were approved by UIC for the following months:

- October 2012 – 12 positions

- November 2012 – 14 positions
- December 2012 – 10 positions

The Monthly Conversions of Academic Professional Positions to Civil Service Positions Report indicated the following:

- October 2012 – 16 positions were converted to Civil Service
- November 2012 – 37 positions were converted to Civil Service
- December 2012 – 4 positions were converted to Civil Service

Biennial Audit Program – Review of Recent Activities

Mr. Morelock updated the Merit Board on the Final Audit Reports that had been completed since the last Merit Board meeting. Following are the audits that had been completed and are posted on the University System office website:

- *Illinois Student Assistance Commission*
- *State Universities Retirement System*

Report of the Executive Director

Mr. Morelock provided an agency report which included the following items:

- Agency's budget
 - FY 2012 final expenditures and the FY 2013 yearly expenditures were included in the agenda materials; FY 2014 University System staff is currently working on ISL forms which are due on March 8, 2013;
- Recent classification/examination changes;
- University System office released and implemented a new Salary Data System collectively saving employers roughly \$16,000 annually; and
- Information regarding interagency activities with a list of University/Agency visits included in agenda materials.

Report of Legal Counsel – Abby K. Daniels, Manager, Legal Services and Legal Counsel

Ms. Daniels updated the Merit Board on some outstanding legal matters. Thus far in FY 2013 there have been 27 Written Charges for Discharge served on employees at the various

universities and agencies. Twelve of those employees have requested a hearing. Following is a summary of the outcome of the cases:

- 3 Employee withdrew request before Hearing** – (Tillman/UIC, Chao/UIC, Graham/UIC)
- 2 University withdrew Charges before Hearing** – (Clark/UIC, Heard/UIC)
- 1 Settlement Agreement before Hearing** – (Shepherd/SIUC)
- 1 Settlement Agreement during Hearing** – (Kaufman/ISU)
- 1 Resigned before Hearing** – (Portree/ISU)
- 1 Resigned after Hearing** – (Nesbitt/UIUC)
- 1 Discharged** – (Mays-Campbell/UIUC)
- 2 Pending** – (Harvey/UIUC, McClure/ISU)

There were no pending Administrative Review Cases as this time.

Other Items as Presented

The next meeting of the Merit Board will be on Wednesday, May 15, 2013 at the University System office, with videoconference locations in the Chicago and Carbondale areas. Ms. Hasara made a motion to adjourn the meeting. Mr. Montgomery seconded Ms. Hasara's motion. A voice vote was taken and approved. The meeting adjourned at 12:35 p.m.

Respectfully submitted,

/s/ Teresa M. Rademacher

Teresa M. Rademacher
Secretary for the Merit Board

APPROVED:

/s/ James D. Montgomery _____

James Montgomery, Vice Chair
University Civil Service Merit Board

June 3, 2013
Date